First Client Meeting Minutes

**Subject:** First Client Meeting

**Project Name:** Benchmark Commercial AI product for Medical Imaging Services Provider

**Prepared by:** Bronte Lee

**Mode:** Zoom

**Date:** 11/8/2022

**Time:** 11:30am – 12pm, extended to 12:40pm

**Attendees:** Bronte, Kiran, Benjamin, Andersen, Edward, Zheyuan (left ~12:15pm – another class), Cailin (left ~12:15pm – work),

**Absent:** Nil

| Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| --- | --- | --- | --- | --- |
| Introduction | Simon introduced the project and provided background information.  Meta analysis is aggregating multiple studies to determine how each product performs.  Systematic review: systematic search terms so it can be repeated, half do this to look at the technical side of the product. Who are the users, comparison with something else, regression, test whether a new innovation is better can the current standard.  Meta-analysis: if people have done the same comparison in different parts of the world and if they are combined, you can gain more evidence by combining different analysis. Side by side testing with other products, industry standard, or radiologists.  Network meta-analysis: use some common test as a way of indirect analysis. Group evidence together and present it in a way to say which product is the best. Follow the protocols to minimise bias so it is reliable, repeatable, and valid. You must justify reasons for exclusion and inclusion. | n/a | Simon | n/a |
| Technical sub-team | Meta-analysis of Diagnostic test accuracy (DTA) to demonstrate that the product will not do harm and is accurate. Look at certified studies on the provided website. | n/a | Simon | Decide sub-team members |
| User experience sub-team | It is unknown how many user experience studies exist on specific products, so it may need to be expanded to any AI screening tool for diagnosing TB, or further to any AI screening tool for a lung-related disease. Look at usefulness, ease of use, etc. (Technology Acceptance Model) to conclude whether user experience is good or bad. | n/a | Simon | Decide sub-team members |
| First Steps | 1. Learn how to do a meta-analysis and PRISMA. 2. Look at certified products on the provided website. 3. Use PRISMA to identify and refine papers for meta-analysis. 4. Initial meta-analysis between 2 products to test which is better and benchmark against radiologists. | n/a | Simon | n/a |
| PRISMA | 1. Identify papers: design search queries for databases. 2. Screening: remove duplicates, exclude based on titles (review individually and then reach a group consensus). 3. Eligibility: read title and abstract for exclusion and then read full text for exclusion (ensure that it has the information needed for meta-analysis) | n/a | Simon | n/a |
| Structure of report | The report has two parts   1. Diagnostic test accuracy (technical): show which products are technically strong compared to other products. 2. Technology acceptance model (user experience): show which has the best ease of use and usefulness | n/a | Simon | n/a |
| Client for report | We are consultants and have 3 options for our “client”:   1. Business manager of an AI: we have been asked to research whether their product is the best in the market and if not explain where it needs to be improved. 2. Company wanting to adopt a product: we have been asked to compare the products on the market and recommend the best one for the company to adopt. 3. Government: wants to select a product to subsidise to help people. We research to select which product is best (accurate, safe and positive user experience). | n/a | Simon | Team to decide which client at next meeting. |
| Knowledge and skills needed | * Protocols for meta-analysis and systematic review. * PRISMA method * Statistics * R is an option for analysis | n/a | Simon | Simon will email the team some papers containing knowledge required for the project |
| Timeline | Finish data collection (PRISMA method) quickly and have a meta-analysis between 2 products complete by week 6. | n/a | Simon | Expand on timeline at next meeting |
| Roles in the Project | Simon recommended that we organise our team into two sub-teams, where each team has a leader and there is a project manager that forms a bridge between the two. | n/a | Simon | Discuss roles at next meeting |
| Future client meetings | Weekly at 9:30am. Before the meeting the manager sends an email to Simon about the team’s progress and milestone to present. During the meeting we will discuss what was found. E.g., explain meta-analysis, provide reasons for including and excluding papers. | n/a | All | Send Zoom link prior to next meeting |

Meeting completed.